



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 7300.22
RFR-50
11 Dec 02

Marine Corps Order 7300.22

From: Commandant of the Marine Corps
To: Distribution List

Subj: CONTROLLING CONFERENCE COSTS

Ref: (a) SECNAV Memorandum of 8 Jan 02
(b) Part S of Chapter 4 JTR
(c) Part G of Chapter 2 JFTR

Encl: (1) Sample Request Format
(2) Cost Element Worksheet

1. Situation. Controlling conference costs is essential to effectively resourcing the Marine Corps.

2. Mission. Marine Corps commanders are to exercise strict fiscal responsibility in the planning and conducting of Marine Corps sponsored conferences as described in reference (a).

3. Execution - Commander's Intent and Concept of Operations

a. Commander's Intent

(1) Financial responsibility for planning and conducting Marine Corps sponsored conferences lies with the conference's sponsoring commander or sponsoring staff agency head. It is imperative that the conference-approving officials exercise good stewardship of Marine Corps resources by ensuring that conference costs are minimized, best value is obtained by the government, and that attendee conference travel expenses stay within normal per diem rates.

(2) For purposes of this Order, a conference is defined as any meeting, retreat, seminar, symposium or other event that requires attendee travel (temporary duty travel) with the exception of technical and administrative site visits to government installations. The term also applies to training activities when (1) the announced purpose of a conference is

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11 Dec 02

educational or instructional, (2) more than half of the time is scheduled for a planned, organized exchange of information between presenters and audience, (3) the training is based on a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education in fields which will improve individual and organizational performance and assist in achieving agency mission and performance goals, and (4) development benefits will be derived through the employee's attendance.

b. Concept of Operations. To carry out this policy, effective immediately:

(1) Marine Corps commanders and Headquarters Marine Corps (HQMC) staff agency heads shall closely review requests by their staffs and subordinate organizations to hold/sponsor conferences. At a minimum, commanders and HQMC staff agency heads should (1) consider whether the conference is necessary for the effective accomplishment of the organization's mission, (2) evaluate/analyze cost differentials between various conference alternatives and alternative sites, (3) limit attendance to the minimum number of individuals required for mission accomplishment, and (4) ensure that approved conferences are held at locations not requiring either "actual expense authorizations" exceeding standard per diem rates, or an additional conference lodging allowance.

(2) The authority for approval of Marine Corps sponsored conferences with projected total costs of under \$100,000 (exclusive of personnel/salary costs) and less than 125 attendees is delegated to COMMARFORPAC; COMMARFORLANT; CG MCCDC, COMMARFORRES, COMMARCOMATCOM, COMMARFOREUR, COMMARFORSOUTH, COMMARFORNORTH, COMMARFORSTRAT, CG MCRD PI, CG MCRD SD, CG MCRC, CG TECOM, CG MAGTFTC/MCAGCC and to HQMC staff principals. These commands may further delegate approval authority in writing to their respective major subordinate commands (MSC) and activities. HQMC staff principals may delegate approval authority to the HQMC Division Director level. Conferences of this size proposed by commands/activities not included in (or subordinate to) one of the commanders listed above must be approved by a General Officer or a Civilian Senior Executive Service member in their chain of command.

(3) Marine Corps conferences that are projected to cost \$100,000 (exclusive of personnel/salary costs) or more, or are expected to have 125 attendees or more, regardless of cost, must have prior approval from the Assistant Commandant of the Marine Corps (ACMC). The Fiscal Director of the Marine Corps, Programs and Resources Department, Headquarter Marine Corps will serve as the action official for processing these requests to the ACMC for review and approval. Requests for approval of such conferences should be addressed to the Assistant Commandant of the Marine Corps via the Director, Fiscal Division (Attn: Code RFR), Programs and Resources Department, Headquarters, U.S. Marine Corps, Washington, DC 20380-1775. Requests for ACMC approval must include conference documentation outlined in paragraph 4 below and must be received by CMC(RFR) no later than 45 days prior to proposed conference start date. Naval message or standard Naval letters are the preferred methods for transmittal of conference approval requests. Enclosure (1) contains a sample request format.

4. Administration

a. Conference Justification. Commands must be able to justify (1) the necessity for their Marine Corps sponsored conferences, (2) their choice of available conference alternatives, (3) their choice of conference sites/facilities, and (4) their efforts to limit conference attendance. In addition, Marine Corps participation in conferences sponsored by organizations other than the Marine Corps should be reviewed by each Marine Corps command participating to limit their command's attendance to the minimal effective level. These decisions are expected to be consistent with mission accomplishment and good stewardship of public funds.

b. Definition of Conference Costs. All appropriated and nonappropriated fund costs paid by the Marine Corps whether paid directly or reimbursed to attendees. These costs include, but are not limited to, those elements identified in the worksheet contained at Enclosure (2).

c. Site Considerations. Determination of appropriate conference sites should consider both geographical location and specific facility selected. Use of government locations and government facilities are strongly encouraged (when and where available) when determining locations and facilities for

MCO 7300.22
11 Dec 02

conferences. High cost or resort locations and premium cost facilities should be avoided. This Headquarters recognizes that resort locations often offer attractive "per attendee" costs, but care should be taken that the resort "attraction" does not result in increased attendance and consequently increase the total cost to the government. For conferences involving thirty or more attendees in a temporary duty travel status, a minimum of 3 sites should be considered and decision documentation must be developed and maintained, regardless of total projected conference cost. Required documentation will include a cost analysis for each alternative conference option considered and an explanation of other decision factors.

d. Documentation. Conference planning and cost documentation, including both pre-conference cost estimations and actual conference costs incurred, must be retained by conference sponsor for inspection by cognizant auditors, inspectors or other management authorities for a period of three years. References (b) and (c) provide a suggested detailed methodology for planning and selecting a conference site and facility, and outline cost consideration and cost comparison items, as well as site and facility selection criteria.

5. Command and Signal.

- a. Signal. This Order effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Reserve.



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SAMPLE REQUEST FORMAT

MEMORANDUM FOR ASSISTANT COMMANDANT OF THE MARINE CORPS

Via: Director, Fiscal Division, Programs and Resources
Department (Code RFR)

Subj: CONTROLLING CONFERENCE COSTS

Ref: (a) MCO 7300.22

Encl: (1) Required supporting documentation.

1. Description & Justification. This paragraph is used to provide a description of the conference/event and provide justification.

2. Location. This paragraph is used to describe the recommended conference site.

3. Participants & Total Cost. This paragraph is used to report the number of participants as well as the total estimated cost to include an explanation of the key elements driving the total cost.

4. Point of Contact. Name, telephone number and email address of a point of contact for the request.

Enclosure (1)

MCO 7300.22
11 Dec 02

COST ELEMENT WORKSHEET

Conference costs include all appropriated and nonappropriated fund costs paid by the Marine Corps whether paid directly or reimbursed to attendees. These costs include, but are not limited to the following:

Attendee travel/per diem costs:

- Travel to & from conference location (includes Military Air) _____
- Ground transportation (rental car, taxi, etc.) _____
- Per Diem _____

Conference Registration fees: _____

Light Refreshments: _____
(for morning, afternoon or evening breaks and includes coffee, tea, juice and similar items when a majority of attendees are in a travel status)

Speaker fees: _____

Meeting room: _____

Audiovisual: _____

Printing: _____

Equipment: _____

Communication costs: _____
(includes telephone & computer access)

Other conference related costs: _____

TOTAL _____

Total Number of Attendees: _____

Other decisional factors: _____

Enclosure (2)